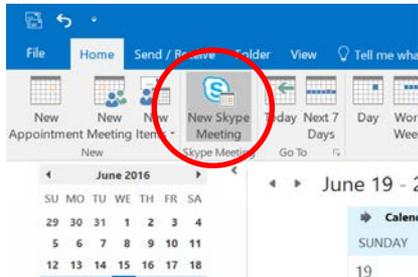


Using dial-in conferencing

Get started with dial-in conferencing

Using dial-in conferencing for Skype for Business couldn't be easier. Instead of having to visit several sites to schedule the meeting, audio bridge, or other elements, you simply:

1. Open your calendar in Outlook.
2. Click **New Skype Meeting**.

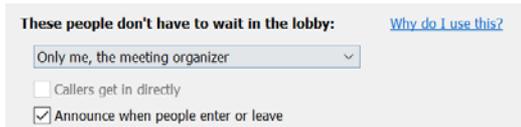


That's it! Your meeting is scheduled and your audio bridge is ready to go.

Configure dial-in conferencing Options

From either your Outlook calendar, or within the meeting, you can open your meeting options menu. From that menu, you can:

1. Enable and disable entry and exit announcements.
2. Lock and unlock the meeting, managing the type of user that is:
 - Granted entry directly into the meeting.
 - Placed in the lobby (these users will need to be admitted by an organizer).



Add a phone user to your conference

1. From within the conference/meeting, select **Invite More People**.
2. Enter the person's phone number and select **OK**.
3. The meeting will then call out the person and add them to the meeting.



IMPORTANT! Remember to dial the full phone number of the person that you want to reach — including the **country code** and the **'+' symbol** (e.g. +1 425 555-1234).

Dial into a Skype Meeting using a phone

1. From your mobile device, simply dial the phone number in the invitation.
2. When prompted, enter the Conference ID from the invitation.



Start a meeting using your telephone

Depending on how your organization has configured your service, you might need your Organizer dial-in conferencing PIN. This PIN was sent via email when you were enabled for the dial-in conferencing service.

If you are unable to remember your PIN, please contact your tenant admin.